



Rules for Deanery Synods in Canterbury Diocese

(Approved by Diocesan Synod - May 2005
Amended May 2009, November 2011,
and **[July 2023]**)

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MEMBERSHIP OF THE SYNOD

(The eligibility and election of synod members, and the number of co-options allowed, are governed by the Church Representation Rules 15-19)

1. **Roll of members**

The secretary shall keep a roll of the members of the synod up to date which specifies for each member the category of membership. The roll shall include the parish represented, and the name, address, post code, telephone number and email address of all members of the synod

The secretary must, after the election of the parochial representatives of the laity but no later than the next 1st day of July, send details of the roll to the diocesan electoral officer, and has a continuing duty to provide the diocesan electoral officer with details of any subsequent changes to the membership.

2. **Procedure for co-options**

The co-option of additional members shall be by resolution of the respective house passed on a motion from the standing committee.

3. **Participation of non-members**

a) The following shall have the right to attend and speak but not to move any motion or amendment or to vote in the synod:-

- (i) a bishop of the diocese
- (ii) an archdeacon of the diocese
- (iii) the registrar of the diocese
- (iv) visitors invited by either of the joint chair or the standing committee
- (v) persons nominated by the Archbishop's Council

b) By special provision of Diocesan Synod granted 9th May 2009 each Deanery Synod may permit all elected delegates to any synod to nominate another PCC member from their own church to vote on their behalf at Deanery Synod. Such nominees must bring with them to the meeting a letter in the form specified below which is signed by the elected delegate.. This letter should be handed to the secretary of the Deanery Synod at the beginning of the meeting.

The form of letter is:

I (fill in complete name) being the elected Deanery Synod Representative for (full name of church) hereby nominate (give full name) to act as my representative at the meeting of the Deanery Synod to be held on (fill in date, time and place)"

At meetings where nominated delegates are in attendance, all elected delegates must be asked to vote first and then nominated delegates must vote second so that the secretary may confirm the identity of the nominee if there is any doubt. Nominations are only valid for one meeting and must be renewed for subsequent meetings if the elected delegate so requires.

TERM OF OFFICE

4. Officers of the synod

Officers of the synod, unless they resign or cease to be qualified, shall serve until the conclusion of the meeting at which their successors are appointed.

5. Parochial members

The parochial representatives of the laity hold office for a term of three years beginning with the next 1st day of July following the date of their election.

6. Co-opted members

Unless the house concerned fixes a shorter term of office, co-opted members shall retire on the 30th day of June in the year of the triennial elections. This shall not prevent the person from being co-opted again on one of more subsequent occasions.

THE JOINT CHAIR

7. General

There shall be joint chairs of the deanery synod, being the Area Dean and a member of the House of Laity elected by that house; provided that, during the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone.

8. Election of lay joint chair

In the event of a vacancy in the office, and within the first year after every triennial election, the House of Laity shall hold a special meeting to elect the lay joint chair. A member of the house appointed by the Area Dean shall act as chair for such a meeting. Whoever so presides shall have a vote but no casting vote in the election and in the case of an equality of votes, the decision shall be taken by drawing lots.

No person shall be eligible to stand for this office if at any point in the preceding 6 year a period as chair of that deanery synod has ended. In any event the term of office will cease after 6 continuous years in post.

CHAIR OF MEETING

9. Meetings of the synod

The joint chairs shall agree between them who shall chair each meeting of the

deanery synod or particular items of business in the agenda of the synod. If either is absent, the other chair shall take the chair. If both are absent, the meeting shall elect a chair.

10. Separate meetings of the houses

The joint chairs shall preside over any separate meetings of their respective houses but if either is absent, a member of the house chosen by the members present shall take the chair.

OFFICERS

11. Appointment and term of office

Within the first year after each triennial election the synod shall appoint a secretary and a treasurer.

STANDING COMMITTEE

12. Membership

There shall be a standing committee of the synod consisting of the joint chairs, Assistant Area Dean (if such an appointment has been made), secretary, treasurer and such number of persons elected by the members of each house from among their members, in such numbers as the synod shall decide. This committee shall have no power to co-opt additional members.

13. Functions of the standing committee

The functions of the standing committee shall be to initiate and advise on proposals; to ensure that members are adequately informed on questions raised and other matters of importance to the deanery; to prepare the agenda; to transact the business of the synod between meetings; and to make such appointments and do such other things as the synod may delegate to it.

OTHER COMMITTEES

14. Constitution

The synod may constitute additional committees with such chairs, membership, term of office, functions, mode of appointment and other procedure as it considers fit.

PROCEDURE OF COMMITTEES

15. By whom determined

Subject to these rules and any resolutions of the synod, the chair and other procedure of a committee, including the standing committee, shall be determined by the committee itself.

MEETINGS OF THE SYNOD

16. Meetings required annually

The synod shall hold at least two meetings in every year at such times and places as the standing committee shall decide, taking account of the dates fixed for meetings of the diocesan synod.

17. Other meetings

The joint chairs may summon a meeting of the synod at any time. If they refuse or neglect to do so within 28 days after a requisition for that purpose signed by not less than 20 members of the synod, such members may forthwith summon a meeting.

18. Notice of ordinary meetings

Before the 31 day of December each year the synod shall agree the dates of its ordinary meetings in the following year and the members shall be advised accordingly.

19. Special Meetings

In the case of sudden emergency or other special circumstances the joint chairs may summon a special meeting at not less than one week's notice but the quorum required for business at such meeting shall be a majority of the members of each house and only business specified on the agenda may be transacted.

SEPARATE MEETINGS OF HOUSES

20. When held

Either house shall sit and vote separately if the deanery synod so resolves, the house itself so decides or these rules or the rules of the house so provide. Each house may determine its own procedure consistent with these rules.

AGENDA

21. Content

Subject to these rules and any resolution of the synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before the synod, the standing committee shall settle the agenda for each of its meetings, specifying therein all business:-

- (i) of which due notice has been received and which is in order;
- (ii) of an earlier meeting not disposed of or withdrawn;
- (iii) of the diocesan synod which is of concern to the deanery synod, and particularly any matters referred to the diocesan synod by the General Synod;

and shall determine the order in which the business on the agenda shall be considered.

22. Circulation

Every agenda shall include the approval of the minutes of the last meeting and also of a report of any committee meeting since the last meeting. The secretary shall post, email or deliver an agenda paper to every member at least two weeks before a meeting, or at least one week before any special meeting.

23. Business permitted

Nothing shall be considered at a meeting of the synod except business on or arising from the agenda; provided that at the request or by consent of both joint chairs urgent matters may be considered but not decided by the synod. The order of business may be varied by the chair at his or her discretion or by a resolution of the synod.

NOTICE OF BUSINESS

24. General

Notice of any business for a meeting of the synod shall be in writing, signed and delivered to the secretary as follows:-

- | | |
|--|---------|
| New business for the agenda | 4 weeks |
| Motions and amendments arising from the agenda | 7 days |

POWERS OF CHAIR

25. Procedure

Subject to these rules, the procedure at any meeting of the synod or eitherhouse shall be regulated by the chair of the meeting.

QUORUM

26. One-third of each house

Except as provided in rule 19, a quorum shall be one-third of the members of each house of the synod. Unless at least a quorum is present no business shall be considered at a meeting except a motion to adjourn a debate or the meeting.

VOTING

27. General

Decisions shall be taken by a majority of the members of the synod presentand voting, except that a separate vote of each house shall be taken in the following cases:

- (i) if the chair so rules;
- (ii) if at least five members so request;

28. Recording of votes

The voting on formal votes shall be recorded in the minutes.

REPORTS BY THE DEANERY SYNOD TOPAROCIAL CHURCH COUNCILS

29. Report of proceedings

Within four weeks after a meeting of the deanery synod the secretary shall prepare and circulate to the secretaries of the parochial church councils in the deanery a report approved by the joint chairs of the proceedings of the meeting. Such report may be in the form of draft minutes, and may be posted, emailed or delivered.

MATTERS RAISED BY PAROCIAL CHURCH COUNCILSAND MEETINGS

30. Mode of representation

Any parochial church council or parochial church meeting in the deanery may, on a motion in the synod moved by a member representing that parish, bring before the deanery synod any matter, either of general Church interest or affecting that parish, and may move that a representative of the deanery synod on the diocesan synod be instructed tobring such matters before that synod on behalf of the deanery synod. Subject to any direction by the deanery synod, the standing committeeshall appoint such a representative.

FINANCIAL BUSINESS

31. Annual reviews

- (i) The financial year of the synod shall run from 1 January to 31 December each year.
- (ii) The synod shall prepare its report and accounts and appoint an auditor/examiner as if it were a parochial church council subject to the Church Accounting Regulations.
- (iii) The standing committee shall, not later than 30 June in each year (or in the last year of a triennium no later than the last meeting of the triennium), submit to the synod for approval a report and audited/examined accounts for the preceding financial year, such report and accounts being submitted to the diocesan board of finance after approval. The accounts of the synod shall not include the payments of Parish Share by the parishes to the Diocesan Board of Finance.
- (iv) The standing committee shall, not later than 31 October in each year, submit to the synod for approval a budget showing the expected expenditure of the synod during the following year together, with an estimate of the expenditure in the next following financial year, with proposals for raising the income required to meet such expenditure.
- (v) Each year the synod shall receive a report on the payment of Parish Share by the parishes in the previous year, such report being subsequently circulated to the parishes.